



STATE OF MICHIGAN

**Family  
Independence  
Agency**

## Memo

Suite 1112 Grand Tower Bldg.  
235 S. Grand Ave.  
P.O. Box 30037  
Lansing, MI 48909  
[www.michigan.gov/fia](http://www.michigan.gov/fia)

**Office of Internal Audit**

Tel: 517 373-8770  
Fax: 517 373-8771

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To: Jim Beougher, Director  
Child and Family Services Administration

Date: August 19, 2002

From: Rita Barker, Director  
Office of Internal Audit

Subject: Audit of Livingston Area Council Against Spouse Abuse, Inc.  
10/1/00 through 3/30/02, Audit #2002-191

Livingston Area Council Against Spouse Abuse, Inc. (LACASA) entered into contract numbers DV-00-47001, STOP-00-47001, RPS-00-47001 and TSH-00-47001 with the Michigan Family Independence Agency (FIA). The DV contract required them to provide Emergency Shelter, 24 Hour Hotline, Crisis, Support, and Group Counseling and Support Services. The STOP contract required them to provide a plan to provide an analysis of the Criminal Justice Response system in Livingston County. The RPS contract required them to provide a Twenty Four Hour Crisis Hotline, Direct Emergency Intervention Services, Follow-Up Support Counseling, Ongoing Support, Advocacy and Community Education. The TSH contract required them to provide Transitional Supportive Housing, Employment Services, Support Services, Individual Advocacy, Parenting Services, Children's Services and Childcare. Livingston Area Council Against Spouse Abuse, Inc. was reimbursed for actual costs incurred for these contracts through submission of monthly billings to FIA. The contracts totaled \$389,750.44 each year, beginning with the period October 1, 1999 through September 30, 2002.

We performed an audit of the costs submitted for reimbursement by LACASA for the period October 1, 2000 through March 30, 2002. We performed audit tests that we determined were necessary to determine if costs charged were proper, accurate, documented, and charged in accordance with the terms of the contract.

Based on our audit, we concluded that some line items were overbilled and some were underbilled, resulting in the actual cost exceeding the billed amount in all contracts. The costs charged were proper, accurate, documented, and charged in accordance with the contract.

In addition, we reviewed client case records for the DV, RPS and TSH contracts. For the DV contract we selected 21 cases out of a population of 373 and found one case did

not contain the signed confidentiality policy statement and one case did not contain the DV Information Report. For the RPS contract we selected 28 cases out of 546 and found no exceptions. For the TSH contract we selected 10 out of 10 cases to review and found 2 cases did not have a TANF form on file.

WE RECOMMEND that the Child and Family Services Administration instruct LACASA to review their case records to ensure that all required forms are on file.

Please contact me if you have any questions regarding this audit.

c: D. Felder-Smith

D. Cain

M. Jasonowicz

G. Norman

A. Shah

C. Osga